



# **SOUTH COUNTY FIRE & MEDICAL DISTRICT GOVERNING BOARD SPECIAL MEETING MINUTES**

**Tuesday, January 28, 2020**

## **MINUTES**

### **1. CALL TO ORDER / ROLL CALL OF BOARD MEMBERS / AFFIRMATION OF QUORUM**

Board Chairman Kohler called the meeting to order on Tuesday, January 28, 2020, at 9:59 a.m., at the Maricopa County Board of Supervisor's Auditorium, 205 W. Jefferson Street, Phoenix, Arizona.

Members Present: Board Chairman Forrest Kohler, Board Clerk Karen Gueltzow, and Board Members John Crawford and Bob Ince

Members Absent: Board Member Diane Price

Staff Present: Fire Chief Rob Biscoe, Assistant Chief Mary Dalton, Division Chief – Operations Rob Helie, Fire Marshal Eric Kriwer, Finance Manager Diane Goke and Authority Clerk Dusty Christopherson

Legal Counsel: Legal & Intergovernmental Affairs Director Lee Miller

Guests Present: North County Fire & Medical District Board Members Richard Bookie, Dawn Miller, Smitty Smith, Tony Sambol and David Wilson

Media Present: None

Public Comment: None

### **2. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA**

### **3. CALL TO THE PUBLIC**

There was no response to the Call to the Public.

### **4. FINANCIAL SUMMARIES AND AUDIT REPORTS**

A. Discussion and Possible Action relating to approval of the South County Fire & Medical District Fiscal Year-End 2018/19 Final Annual Audit Report – Jay Parke, Walker & Armstrong, LLP

**Board Member Crawford moved that the South County Fire & Medical District Governing Board approve the Fiscal Year-End 2018/19 Annual Audit Report. Board Member Ince seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Crawford, Gueltzow, Ince, Kohler  
NAYS: None  
ABSENT: Price

- B. Discussion and Possible Action relating to approval of the South County Fire & Medical District Fiscal Year-End 2018/19 Ambulance Revenue & Cost Report – Diane Goke, Finance Manager

**Board Member Crawford moved that the South County Fire & Medical District Governing Board approve the Fiscal Year-End 2018/19 Ambulance Revenue & Cost Report. Board Member Ince seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Crawford, Gueltzow, Ince, Kohler  
NAYS: None  
ABSENT: Price

Board Members expressed their appreciation to the Finance Division staff for their hard work and diligence on completing the audit and throughout the year.

- C. South County Fire & Medical District Financial Reports for December 2019 – Diane Goke, Finance Manager.

Diane Goke, Finance Manager presented the South County Fire & Medical District Financial Reports for December 2019 and answered any questions from Board Members.

In response to an inquiry, Ms. Goke noted that all of the accounts receivable are related to the ambulance service and there is a high uncollectable rate with providing an ambulance service.

- D. Review Fiscal Year 2020/21 Budget Development Schedule.

Ms. Goke presented the Fiscal Year 2020/21 Budget Development Schedule and answered any questions from Board Members.

**5. CONSENT AGENDA**

- A. Approve Monthly Financial Reports for December 2019.
- B. Approve Transfer of Revenues from South County Fire & Medical District to Arizona Fire & Medical Authority (AFMA) in accordance with the AFMA Joint Power Authority Intergovernmental Agreement.
- C. Approve Board Meeting Minutes – December 17, 2019.

**Board Member Crawford moved that the South County Fire & Medical District Governing Board approve all items on the Consent agenda, including the December 2019 Monthly Financial Reports and account reconciliations per Arizona Revised Statutes including, but not limited to, the following: Register of Checks, Warrants & Deposits; Statement of Financial Activities; Statement of Net Assets; and Cash Flow Projection Report. I further move that the Governing Board approve the transfer of revenues from South County Fire & Medical District to Arizona Fire & Medical Authority in accordance with the Arizona Fire & Medical Authority Joint Power Authority Intergovernmental Agreement. Board Member Ince seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Crawford, Gueltzow, Ince, Kohler  
NAYS: None  
ABSENT: Price

**6. CURRENT EVENTS SUMMARIES AND REPORTS**

- A. Emergency Services Division and Planning/Support Services Division (Including Training/Health & Wellness and Community Risk Management) – South County Fire & Medical District Current Event Summaries for December 2019 – Deputy Chief Rob Helie

Rob Helie, Deputy Chief – Emergency Services Division presented the Emergency Services Division and Planning/Support Services Division Event Summary for December 2019 and answered any questions from Board Members. Deputy Chief Helie reviewed the regional emergency committees and meetings that senior staff attend to stay informed and participate with the Authority regional partners.

Eric Kriwer, Fire Marshal presented the Community Risk Management Division Event Summary for December 2019 and answered any questions from Board Members. Deputy Chief Kriwer noted that the Home Inspection Program is gaining in popularity and the review of new developments is increasing as well.

- B. Business Services Division (Including Administration and Human Resources Sections) – South County Fire & Medical District Current Event Summary for December 2019 – Assistant Chief Mary Dalton

Mary Dalton, Assistant Chief presented the Business Services Division Event Summary for December 2019 and answered any questions from Board Members. Assistant Chief Dalton reviewed the Division's progress on records retention, mobile app development and marketing, Human Resources Policy Manual updates, promotional testing process updates, and the Memorandum of Understanding negotiation process with labor.

In response to an inquiry, Rob Biscoe, Fire Chief stated that the Tonopah Valley Fire District employees brought over during the merger saw their benefits increased as of January 2019. This upcoming budget development cycle Administration will be looking at wage increases to bring these employees into line with the rest of the organization.

Assistant Chief Dalton noted that health insurance rate notices to employers are due early February and the final County Assessor tax rate figures are due to the Authority by February 10, 2020.

- C. Correspondence Review – Correspondence received or sent by the South County Fire & Medical District which would be of interest to the Governing Board will be reviewed by the Board Clerk.

Board Clerk Gueltzow reviewed correspondence received during the month of December 2019.

## 7. **REGULAR BUSINESS**

- A. Discuss the Arizona Fire District Association Winter Conference held January 16-18, 2020.

Board Member Crawford stated that he found the information on firefighter cancer awareness and presumptive cancer legislation quite interesting and noted the concerns about having diesel trucks parked inside firehouses and what cancer risks that poses for humans.

Chief Biscoe noted that this year's strategic planning sessions will focus quite a bit on cancer prevention related needs, and notes that there are many avenues to discuss as much of the cancer prevention guidance today has complications for other things such as vehicle and apparatus warranties and fire house designs.

Board Members thanked labor for their attendance and support at this year's conference and looks forward to a continued positive working relationship.

## 8. **SUGGESTED ITEMS FOR FUTURE SOUTH COUNTY FIRE & MEDICAL DISTRICT BOARD MEETING AGENDAS**

There were no items suggested.

9. **SUGGESTED ITEMS FOR FUTURE ARIZONA FIRE & MEDICAL AUTHORITY BOARD MEETING AGENDAS**

There were no items suggested.

10. **ADJOURNMENT**

The meeting adjourned at 10:40 a.m.

*Karen Gueltzow*

Karen Gueltzow (Mar 31, 2020)

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Karen Gueltzow, Board Clerk

Approved

# January 28, 2020 Draft Minutes

Final Audit Report

2020-03-31

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